



## COUNTY OF LOS ANGELES

### FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE  
LOS ANGELES, CALIFORNIA 90063-3294  
(323) 881-2401

DARYL L. OSBY  
FIRE CHIEF  
FORESTER & FIRE WARDEN

November 05, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

37 November 5, 2013

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

### **APPROVAL TO AMEND FOUR TEMPORARY PERSONNEL SERVICES CONTRACTS (ALL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

The Consolidated Fire Protection District of the Los Angeles County (District) is requesting Board approval to authorize the Fire Chief to extend the four existing temporary personnel services contracts with Act-1 Personnel Services, Helpmates Staffing Services, Select Staffing Extra-Mile Services, and Future Personnel Agency, Inc. dba Top Tempo, for twelve (12) months, on a month-to-month basis.

#### **IT IS RECOMMENDED THAT THE BOARD ACTING AS THE GOVERNING BODY OF THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY:**

1. Delegate authority to the Fire Chief to extend four (4) existing temporary personnel services contracts with Act-1 Personnel Services, Helpmates Staffing Services, Select Staffing Extra-Mile Services, and Future Personnel Agency, Inc. dba Top Tempo, for a period of twelve (12) months, on a month-to-month basis, at the existing rates, terms, and conditions.
2. Find that these agreements are exempt from the provisions of the California Environmental Quality Act (CEQA).

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended action will authorize the Fire Chief to amend the existing four (4)

contracts for an additional twelve (12) months, on a month-to-month basis. The current contracts between the District and four (4) temporary personnel services contractors; Act-1 Personnel Services, Helpmates Staffing Services, Select Staffing Extra-Mile Services and Future Personnel Agency, Inc. dba Top Tempo, will expire December 15, 2013. The current contract term was December 16, 2008 through December 15, 2011, with two (2) one-year renewal options.

Amendment No. 3 (sample attached) to the current contracts extends the temporary personnel services for an additional twelve (12) months, on a month-to-month basis. This is necessary to enable the District to continue to obtain temporary personnel services on a part-time and intermittent basis where utilization of permanent District employees is not possible or is impractical.

### **Implementation of Strategic Plan Goals**

The recommended action supports Goal 1, Operational Effectiveness. Specifically, the contracts will ensure the District maintains access to temporary personnel that provide temporary services, allowing the District to continuously fulfill its responsibility to the public.

### **FISCAL IMPACT/FINANCING**

The cost of these contract extensions will not exceed \$540,000 for the extension period. Sufficient funding is available in the District's Fiscal Year 2013-14 Adopted Budget for this item. There is no impact on net County cost.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

For a number of years, the District has contracted with various contractors for the provision of as-needed temporary personnel. These services are needed to provide coverage during extended sick and family leaves, for special projects, emergencies, to meet critical workload demands, and to keep all District administrative and executive sections operating efficiently. Approval of this action will ensure the District continues to receive these services.

Act-1 Personnel Services, Helpmates Staffing Services, Select Staffing Extra-Mile Services, and Future Personnel Agency, Inc. dba Top Tempo, continue to be in compliance with all Board requirements. The Living Wage Program (County Code Chapter 2.2002) does not apply to these services as they are as-needed and intermittent. All rates, terms, and conditions will remain the same during the twelve (12) month extension period. The amendment has been approved as to form by County Counsel.

### **CONTRACTING PROCESS**

The existing contracts for temporary personnel services were established through a Board contract approved by your Board on December 2, 2008, through a Request for Proposal process and the Fire Chief's delegated authority to extend these contracts has been maximized. The contractors have agreed to hold the same rates, terms, and conditions for the twelve (12) month extension period.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

This action will allow for the continuation of temporary personnel services provided to the District.

The Honorable Board of Supervisors

11/5/2013

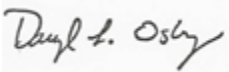
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There will be no significant impact on current services.

**CONCLUSION**

Upon execution by your Honorable Board, please provide the District with an original certified copy of the adopted Board letter. It is requested that the Executive Office of the Board notify the District's Contract Administrator, Lucy Guadiana, at (323) 838-2275 when the documents become available.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Daryl L. Osby", is written in dark ink on a light-colored background.

DARYL L. OSBY

FIRE CHIEF, FORESTER & FIRE WARDEN

DLO:pv

Enclosures

c: Chief Executive Officer  
County Counsel  
Auditor-Controller

**AMENDMENT NUMBER 3 TO CONTRACT NUMBER XXXXX  
FOR TEMPORARY PERSONNEL SERVICES**

This Amendment No. 3 to the Temporary Personnel Contract, is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2013

BY AND BETWEEN THE

CONSOLIDATED FIRE PROTECTION  
DISTRICT OF LOS ANGELES COUNTY,  
HEREIN REFERRED TO AS ("DISTRICT")

AND

XXXXXXXXXX referred to as  
("CONTRACTOR") for Temporary  
Personnel Services,

WHEREAS, December 16, 2008, the District and Contractor entered into a Contract, Contract No. XXXX, to provide the District with temporary personnel services; and

WHEREAS, Contract No. XXXXX provides that changes to its terms may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW THEREFORE, District and Contractor hereby agree to Amendment No. 3 to Contract No. XXXX to extend the terms of said Contract for an additional twelve (12) months, on a month-to-month basis, from December 16, 2013, through December 15, 2014.

- 1) Paragraph 4.0, TERM OF CONTRACT, shall be revised to read as follows:

"4.0 TERM OF CONTRACT:

A. The term of this Contract shall remain in full force and effect until December 15, 2014.

- 2) Paragraph 5.0 CONTRACT SUM, shall remain the same as FY 2013:

5.5.2 Contractor prices as described in Price Summary Exhibit 16 (Attachment B)

- 3) Except as provided in this Amendment No. 3, all other terms and conditions of the Contract shall be in full force and in effect.

4) This Amendment No. 3 shall be effective when signed by both parties.

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CONSOLIDATED FIRE PROTECTION  
DISTRICT OF LOS ANGELES COUNTY

CONTRACTOR

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_  
Print

Name: \_\_\_\_\_  
Print

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM:

JOHN KRATTLI  
COUNTY COUNSEL

By: \_\_\_\_\_  
Principal Deputy County Counsel